



Exhibitor Services Manual

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SHOW MANAGEMENT TEAM

Marketing	Briana Pontremoli	briana_pontremoli@idg.com	508-424-4811
Operations	Bryan Rusciano	bryan_rusciano@idg.com	508-424-4348
Registration	Stephen Galeotalanza	Stephen_galeotalanza@idg.com	508-988-7850
Sales	Giovanni Stein	giovanni_stein@idg.com	508-424-4864

EVENT SCHEDULE

Event Dates: **June 18 – 20, 2008**

Location: **Hynes Convention Center**
 900 Boylston Street
 Boston, MA 02115
 Toll free: 877-393-3393
<http://www.advantageboston.com/HCC/Default.asp>

Move-In: **Tuesday June 17, 2008** 1:00 pm – 5:30 pm

Registration:

Tuesday	June 17, 2008	5:00 pm – 9:00 pm
Wednesday	June 18, 2008	6:30 am – 6:00 pm
Thursday	June 19, 2008	7:00am – 6:00pm
Friday	June 20, 2008	8:00am – 5:00pm

Showcase Hours:

Tuesday	June 17, 2008	6:00pm – 9:00pm
Wednesday	June 18, 2008	11:30am – 2:00pm 4:00pm – 6:30pm
Thursday	June 19, 2008	11:30am – 2:00pm 4:00pm – 6:30pm

Move-Out: **Thursday June 19, 2008** 6:31pm – 9:00pm

EXHIBITOR INFORMATION & SERVICES

Air Freight

The official air freight carrier is **GES**. Their telephone number is **800-475-2098**. A service representative from GES will be available on-site. More information on their services can be found in the GES section of the online Exhibitor Manual.

A/V, Computer & Peripheral Rentals

Computers, Peripherals & A/V rentals are available for rental. Order forms are available in the Exhibitor Manual on our website at <http://www.redhat.com/promo/summit/2008/>

Booth Furnishings

The Red Hat Summit Exhibit Hall is comprised of pre-fabricated booth properties. **NO ADDITIONAL STRUCTURE OR FURNITURE IS PERMITTED IN AN EXHIBITOR BOOTH WITHOUT PRIOR WRITTEN APPROVAL FROM SHOW MANAGEMENT.**

Carpet

The Red Hat Summit Exhibit Hall is carpeted.

Cleaning

Nightly booth cleaning a standard part of all booth sponsor booth packages. If you feel that additional cleaning is necessary, the **MCCA** will be available for any cleaning services you may require. You may contact them directly at **617-954-2230**.

Drayage

GES is the **ONLY** drayage contractor allowed on the Exhibit floor. They will receive all shipments, consigned in advance to their warehouse.

Electrical

Electrical Service is available through the Hynes Convention Center. The Electrical Service Order Form can be found in the order forms in the back of the Exhibitor Service Manual. You may contact the Hynes directly at **617-954-2230** with any questions.

Hanging Signs

There will be no hanging signs allowed in the Exhibit Hall at the Red Hat Summit 2008.

Hotel/Travel

The Red Hat Summit team has negotiated discounted hotel rates for your stay in Boston. Please review hotel and travel information on our website at:

<http://www.redhat.com/promo/summit/2008/>

Internet Access

Each exhibit booth includes a specific number of internet drops depending on your sponsorship level, if you require additional internet access, orders may be placed with the **Hynes Convention Center**. The Telecom Order Form is available in the back of the Exhibitor Service Manual.

Literature/Promotional Materials/Special Events

Literature, promotional materials, special events and giveaway samples may only be distributed from the confines of your contracted exhibit space, unless prior sponsorship arrangements have been made with Show Management.

No Freight Aisles

Certain aisles in the exhibit hall will be designated **“no freight aisles.”** These will be identified by floor markings and are to remain clear of crates, cartons and equipment at all times. Show

Management will remove any freight obstructing these aisles. Return of freight will be at the exhibitor's expense.

Registration

- Exhibitor Registration will be opening by the end of March. We will send an email with a link to the exhibitor registration page to announce that registration is available. On this website you'll be able to register all your company's attendees, and access the materials for inviting your customers and guest to the event at the special rate of 20% off. We will be handling the discounted registrations with priority codes. Based on your participation level, each sponsor receives a designated number of passes. These levels are listed below:

Sponsor types	Platinum	Gold	Silver	Partner Exhibitor
Exhibitor Badge	6	4	3	2
Conference Pass	6	4	2	0
Speaker Passes	4	1	0	0
Invite Your Customers @ 20% off	Unlimited	Unlimited	Unlimited	Unlimited

All badges have access to everything the Summit has to offer. Exhibitor Badges have the extra access to the Sponsor Showcase area 1 hour prior and 1 hour after show hours to set up and tear down.

Show Hours

All exhibitors shall abide by the show hours. No exhibitors shall be allowed to dismantle their booth prior to the closing of the event on **Thursday, June 19 2008, 6:31 pm**. This includes any type of packing such as the packing of brochures, taking down signs, etc. If an exhibitor is found dismantling their booth, measures deemed necessary by Show Management will be taken in order to stop the process.

Exhibit Hours are as follows:

Tuesday (Welcome Reception)	June 17, 2008 6:00 pm – 9:00 pm
Wednesday	June 18, 2008 11:30 am – 2:00 pm 4:00 pm – 6:30 pm
Thursday	June 19, 2008 11:30 pm – 2:00 pm 4:00 pm – 6:30 pm

Smoking

In accordance with state laws, the Hynes Convention Center is a non-smoking building.

Sound

A maximum noise level of **85 db** will be maintained throughout the entire show. The measurement will take place ten feet from the origin (speaker, etc.). The use of sound systems is permissible provided that the sound is directed into the exhibitor's space. Show Management reserves the right to shut down any demonstrations exceeding the maximum noise level after notifying the exhibitor in violation three times. Electricity may be disconnected and will remain off until the situation is resolved to Show Management's satisfaction. At that point, electricity

will be turned off at the exhibitor's expense. Show Management shall have absolute control over the implementation of this regulation, with the intent that sound systems shall not be audibly objectionable to attendees and neighboring exhibitors.

Telecommunications Service

Telephone/Telecom equipment and service orders may be placed with the **Hynes Convention Center**. The Telecom Order Form is available in the back of the Exhibitor Service Manual.

Union Regulations

All necessary union labor is available to the exhibitor on advance order by use of the forms provided in the GES sections of this manual. Union labor is also available at the Exhibitor Service Desk during set-up, show days and tear down.

Exhibitors can often become unnecessarily involved in union jurisdiction disputes. Lost time and expenses can be avoided by immediately contacting GES at the Exhibitor Service Center. If disputes occur, it is their job to help you. Avoid arguments; in most instances you will be talking to the wrong person. For more specific labor guidelines, please reference the I&D/EAC/Labor section of the GES Service manual.

RULES & REGULATIONS

- **Use of Exhibit Space**
- **Admission / Badges**
- **Care of Building & Equipment**
- **Exhibit Construction**
- **Federal Communications Commission**
- **Food & Beverage**
- **Alcohol**
- **No Freight Aisles**
- **Fire & Safety Regulations**
- **Security**
- **Parking Regulations**
- **Union Regulations**

RULES & REGULATIONS

1. USE OF EXHIBIT SPACE

The exhibitor agrees that his/her exhibit shall be admitted and shall remain from day to day in strict compliance with the established rules and show hours. Show Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or exhibitor or his/her representatives with or without giving cause.

• Distribution of Literature and Promotional Items

Exhibit personnel, including models, hostesses, and any other hired help are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted exhibit space. This restriction includes sidewalks or walkways outside the Hynes Convention Center. The distribution of any items that interfere with the activities in or obstructs access to neighboring booths, or that impedes the flow of traffic in the aisles, is prohibited.

• Demonstrations and Promotional Activities

All demonstrations and promotional activities must be confined to your contracted exhibit space. For the comfort and safety of persons watching your demonstration, at least three feet of space must be provided for the audience within the designated booth space. If large crowds gather and interfere with the flow of traffic in the aisles, Show Management has the responsibility to rectify the situation. Show Management may stop all further demonstrations by the exhibitor until the exhibitor has taken appropriate action to ensure there will be no further violations.

Booth displays and equipment shall not extend into the aisles. This includes all signs, banners, etc. Exhibitor representatives wearing distinctive costumes or carrying banners or signs separately or as part of their attire must remain in their contracted exhibit space.

Please be advised that the display and/or demonstration of nudity and sexually explicit titles and supporting sales materials will not be permitted.

Live radio and/or Internet programs may **NOT** be broadcast from the event (in the Exhibit Hall or other areas of the Hynes Convention Center) without prior written consent from Show Management.

• Pets

Live animals or pets are not allowed in the Exhibit Hall and may **NOT** be displayed as part of the exhibit booth. However, Seeing Eye dogs for the vision and/or hearing impaired are permitted.

• Show Hours

All exhibitors shall abide by the show hours. No exhibitors shall be allowed to dismantle their booth prior to the closing of the show on **Thursday, June 19, 2008 at 6:31 pm**. This includes any type of packing such as the packing of brochures, taking down signs, etc. If an exhibitor is found dismantling their booth, measures deemed necessary by Show Management will be taken in order to stop the process.

• Sound Levels

Show Management reserves the right to restrict sounds from any source that interferes with activities in neighboring booths. A maximum of **85dB** will be maintained in the Solution Showcase at all times. Exhibitors may not exceed a maximum sound level of **85dB** measured at a distance of ten (10') feet from the source. If an exhibitor exceeds an acceptable sound level and Show Management's request to lower said levels goes unheeded, **Show Management has the option to disconnect the electrical power to that booth**. If you have any questions about this regulation, please contact **Rich Feeley at 508-424-4846**.

RULES & REGULATIONS

- **Selling Products**

Exhibitors are not allowed to sell products in the Exhibit Hall.

- **Motor Vehicles / Trailers**

Motor vehicles and/or trailers are **NOT** allowed on the Exhibit Hall.

- **Inflatable Exhibits**

The use of inflatable exhibits is not permitted at the Red Hat Summit.

2. **ADMISSION/BADGES**

Show Management shall have sole control over admission policies at all times.

- **Exhibitor Badges**

The exhibitor badge and holder allows access to the exhibit floor during set-up, tear-down and one hour before and after regular show hours. Badges must be worn at all times to gain admittance to the exhibit floor. A company badge may be worn in addition to the official show badge, **but not instead of**.

- **Children/Age Policy**

No one under 18 years of age will be permitted at this event.

3. **CARE OF BUILDING & EQUIPMENT**

Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property so damaged. Electrical wiring must conform to the National Electrical Code Safety Rules.

- **Carpeting/Floor Covering**

- a) The floor in Exhibit Hall is carpeted. Exhibitors may NOT change this carpet color.
- b) Glitter is not permitted in carpeted areas. Show Management must approve decorative use of glitter in other areas. A cleaning fee may be assessed for any use of glitter.
- c) Fountains and other water containers used for decorative purposes must be waterproof and inspected by the Convention Center.

4. **EXHIBIT CONSTRUCTION**

The Red Hat Summit Exhibit Hall is comprised of pre-fabricated booth properties. **NO ADDITIONAL STRUCTURE OR FURNITURE IS PERMITTED IN AN EXHIBITOR BOOTH WITHOUT PRIOR WRITTEN APPROVAL FROM SHOW MANAGEMENT.**

- **Americans with Disabilities Act**

Compliance with the Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for the disabled persons at convention centers, and as necessarily follows, floor exhibits. It is the responsibility of the Exhibitor to be aware of, and be in compliance with, the rules set forth in this Act.

RULES & REGULATIONS

5. FEDERAL COMMUNICATIONS COMMISSION

Exhibitors displaying digital devices (e.g., personal computers, printers, monitors, keyboards, etc.) must comply with Section 302(b) of the Communications Act and Section 2.803 of the FCC's rules. Specifically, all digital devices on display must have the required FCC certifications. This includes an FCC Warning and Identification Label. These procedures should be followed by manufacturers prior to the marketing of their devices.

Personal computers and peripherals are defined as Class B digital devices. All such devices must carry a FCC Warning Label and ID Number. These devices emit radio signals when operating. Uncertified digital devices may cause harmful interference to important radio communications. For more information, contact your local Federal Communications Commission Office.

6. FOOD & BEVERAGE

Exhibitors requiring catering services of any kind (e.g., water bottles, fruit etc.) must comply with the rules and regulations as set forth by the official caterer of the Convention Center.

7. ALCOHOL

No alcohol is permitted without written authorization from Show Management. Upon written approval from Show Management, proper insurance certificates must be provided to Show Management.

8. NO FREIGHT AISLES

To expedite move-in and move-out at the show, certain aisles in the exhibit hall will be designated as "No Freight Aisles." These aisles will be identified by signs and floor markings, and are to remain clear of crates, cartons and equipment at all times. Show Management will remove any freight obstructing these aisles. Removal and return of freight will be at the Exhibitor's expense. "No Freight Aisles" are also an important component of our fire evacuation life safety plan. Your cooperation is appreciated.

9. FIRE & SAFETY REGULATIONS

The following Fire & Safety Regulations are extremely important and *must be adhered to by all exhibitors*. Fire Department inspectors and Hynes Convention Center personnel can carry out regular inspections at any given time without prior notification and will enforce all regulations.

- a) NO fire alarm pull stations, extinguishers, or fire hose standpipe may be blocked by displays, tables, signs, etc. Access to these devices must be maintained at all times.
- b) NO exit door, or fire access aisle, may be blocked; complete access must be maintained, without encroachments, at all times.
- c) NO smoking is permitted in the Exhibit Hall nor elsewhere in the Convention center.
- d) NO propane operated devices are to be used, brought or stored on-site. No propane or other flammable gas storage will be authorized.
- e) NO flashing red beacons will be allowed on-site.
- f) NO open flames will be authorized in or around the building.
- g) NO banners are to be hung so as to obstruct exit and fire safety signage.

RULES & REGULATIONS

- h) NO exhibitor shall bring, or authorize others to bring any material, substance, equipment, object and/or devices, which may either endanger life or cause bodily injury to any person in the facility or which is likely to constitute a hazard to the building itself.
- i) NO decorating materials may be used unless they are flameproof in accordance with local city/state fire codes.
- j) Painting and use of flammable liquids or solvents is prohibited within the building.
- k) Smoke exhaust system fans in the hall area must be free from all obstructions.
- l) Any solid, roof-enclosed structure shall be equipped with battery-operated smoke detectors and fire extinguishers.
- m) Exhibitors are not allowed to store materials behind their booths. This area is to remain as clear as the service aisle.
- n) Helium balloons are **NOT** allowed in any area of the Event.

Should an exhibitor be in violation of any fire code, it is important that you make the necessary corrections *immediately*. Should violations not be corrected, **Show Management reserves the right to take whatever action necessary to correct the condition at the expense of, and as an agent for, the exhibitor.**

10. SECURITY

Red Hat and IDG World Expo are not responsible for any loss of materials or damage of materials.

Show Management strongly encourages you to take the proper steps in order to secure your property.

During the event, badged exhibitors are allowed to enter the Exhibit Hall one hour prior to the opening of the show and are allowed to remain one (1) hour after the close of the show. You must check with Show Management on-site if additional time is required on a daily basis. Show Management will in turn relay to security all those who are authorized to remain inside their respective booths.

Show Security Guidelines

1. Each exhibitor must take responsibility for the security of all items in his or her display. Show Management, facility personnel and security contractors try to guard against theft but ultimate responsibility falls on the exhibitor.
2. Do not list the contents of crates or cartons on the shipping label. A label that reads “19-inch color monitor” is an open invitation to thieves. Also - do not ship VCRs, PCs and other electronic equipment in the manufacturer’s cartons.
3. Do not store extra products or anything of value in empty crates. Empties will **not** be stored in secure areas.

RULES & REGULATIONS

4. Never display one-of-a-kind items or irreplaceable samples unless someone is present at all times to keep an eye on them. We recommend that you never leave a laptop computer unattended at any time.
5. Consider draping your exhibit with some sort of cloth at the close of each show day. This psychological deterrent makes it more difficult for people to handle merchandise or take note of what they would like to steal at a later time.
6. Business tools such as cellular phones, tape recorders, pocket calculators and giveaway items are the things most often stolen. They should be guarded or stored safely at night. Thieves will take personal items such as purses, suit coats, and briefcases. Do not leave them unattended in your booth.
7. At the close of the exposition, after your materials are packed, turn in your bills of lading with the official service contractor, GES. Do not leave them in your booth or attached to crates or boxes. Stay with your shipment until it is picked up for loading. Most thefts occur during move-out when the exhibitor leaves their packed boxes unattended.
8. Wear your exhibitor badge only in the conference and exposition areas. Do not walk out of the exhibition facility with your badge still on - this targets you as a "tourist."

11. PARKING REGULATIONS

Parking is available in the surrounding area parking lots and garages. Information on parking can be found online at: <http://www.advantageboston.com/MapsDirections/Hynes-Parking.asp>

12. UNION REGULATIONS

All exhibitors must abide by existing agreements and regulations covering the use of services, material/freight handling and labor. Please refer to the "Union Information" within the GES Exhibitor Manual for more information.



Signage Order Process

All signage orders MUST be submitted no later than May 9, 2008, failure to provide finalized files by May 9, 2008 will result in additional charges applied to your GES bill.

Each Red Hat Summit 2008 booth package includes custom signage that will be printed and installed for each sponsor by show management prior to arrival at the Hynes Convention Center in Boston.

As a sponsor you are responsible for the creation of your booth's artwork, please review the signage plan specific to your booth type for exact dimensions and placement of your signage.

Submit your signage to GES's website **NO LATER THAN May 9, 2008** by logging on to the following FTP site:

ftp://csftp.ges.com/Central/RedHatSummit_08/

User: gescentftp

Password: t7od4cfz*

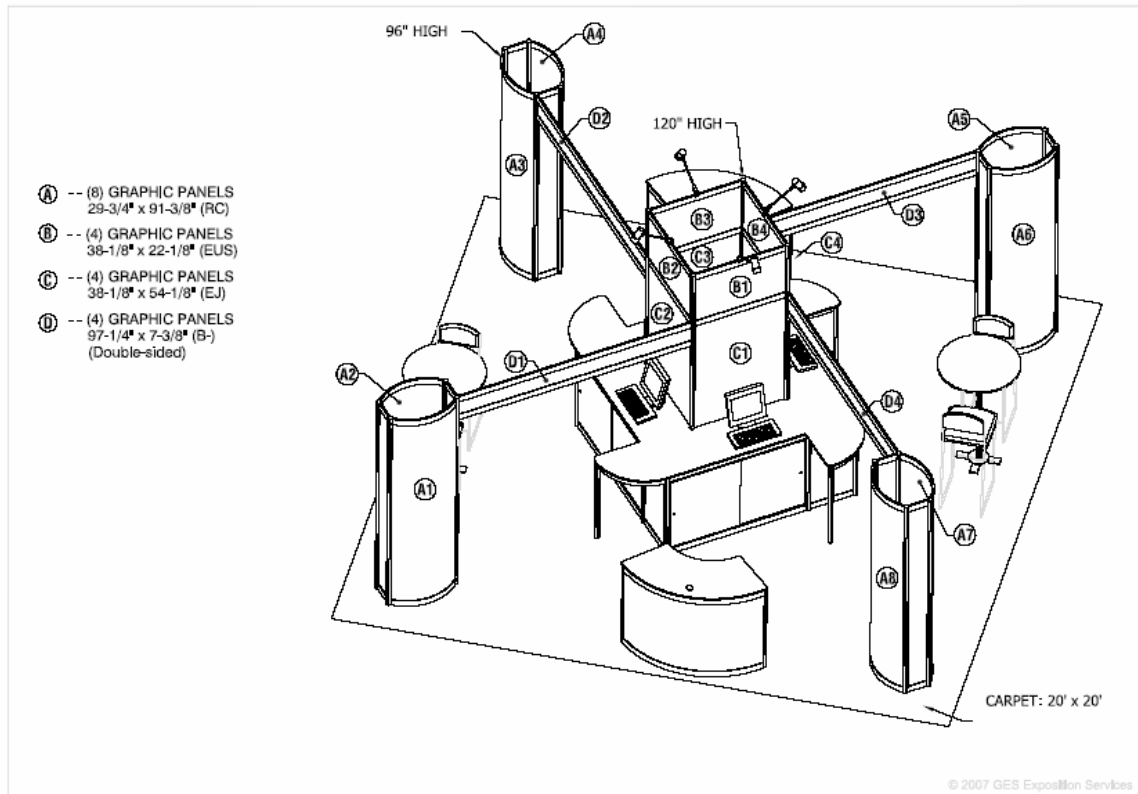
Within the RedHatSummit_08 folder, create a folder with your company name and upload your signage files into that folder.

In order to ensure the correct production and placement of your signage, please follow the below guidelines when placing your signage order:

- Review the signage plan specific to your booth type (see attached Booth Signage Document)
- When referring to the Booth Signage Document note that each signage area (letter) and signage panel (number) can be customized (i.e. signage panel A1 and A2 can have different copy on them)
- Upload a separate file for each signage area and signage panel (If the same image is being used on two panels or areas e-mail Bryan Rusciano at bryan_rusciano@idg.com and indicate which panels will have the same copy)
- Label the file with your company name as well as the area and panel number (i.e. XYZ Company's A1 signage would be labeled as "XYZA1.eps").
- Ensure that all files submitted meet the guidelines set forth in the attached Digital Submission Guidelines document
- To avoid additional costs associated with the last minute production of signage, **ALL** signage orders must be received by May 9, 2008.

- **Signage is subject to approval by show management.**
- **If you have any questions regarding your signage at the Red Hat Summit 2008 please contact Bryan Rusciano, Sr. Operations Manager, IDG World Expo at 508-424-4843 or Rob Noble, National Sales Manager, GES at 919-544-3553.**

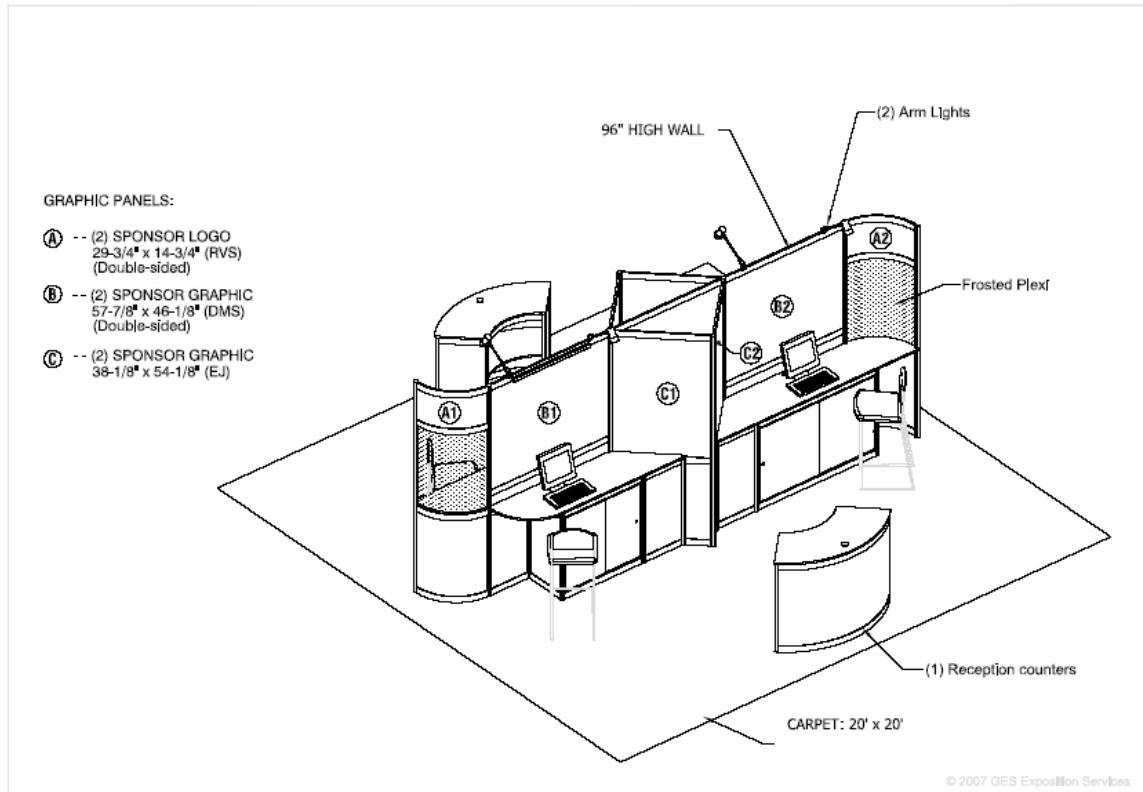
Platinum Booth



Platinum Booth Includes:

- Booth Structure (as shown above)
- Signage (as indicated above)
- 4 – 500W Electrical Outlets
- 4 – Internet Drops
- 4 – Wastebaskets
- 4 - Stools
- 2 – Tall Starbase Table
- 100 lbs of drayage
- Computers not included

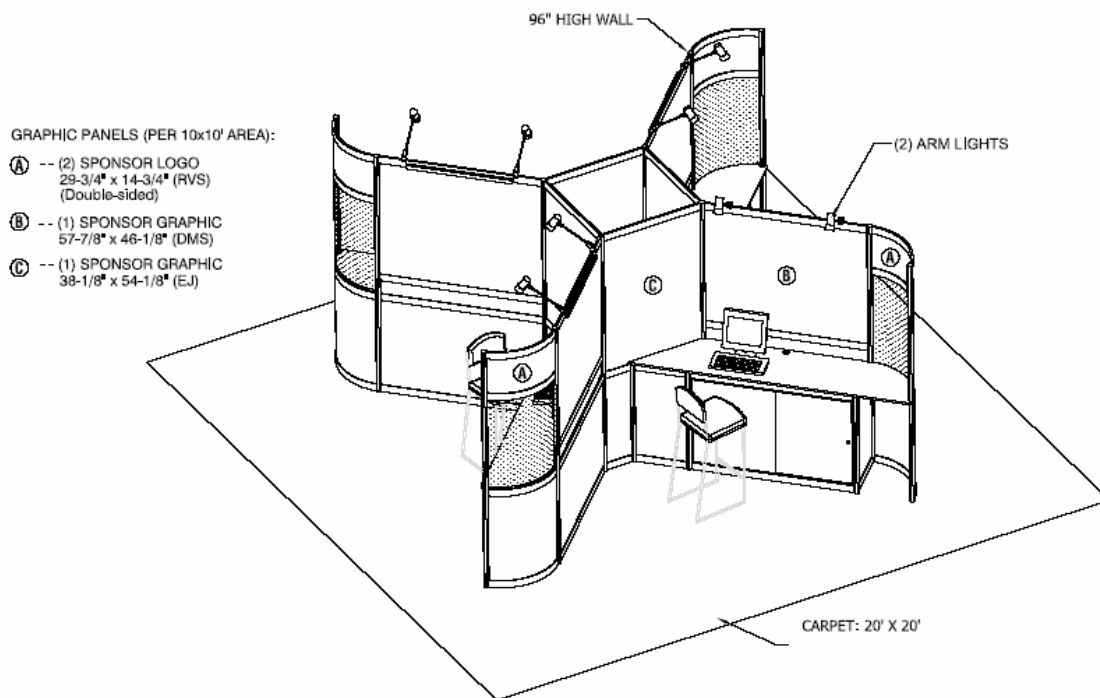
Gold Booth



Gold Booth Includes:

- Booth Structure (as shown above)
- Signage (as indicated above)
- 2 – 500W Electrical Outlets
- 2 – Internet Drops
- 3 – Wastebaskets
- 2 – Stools
- 100 lbs of drayage
- Computers not included

Silver Booth

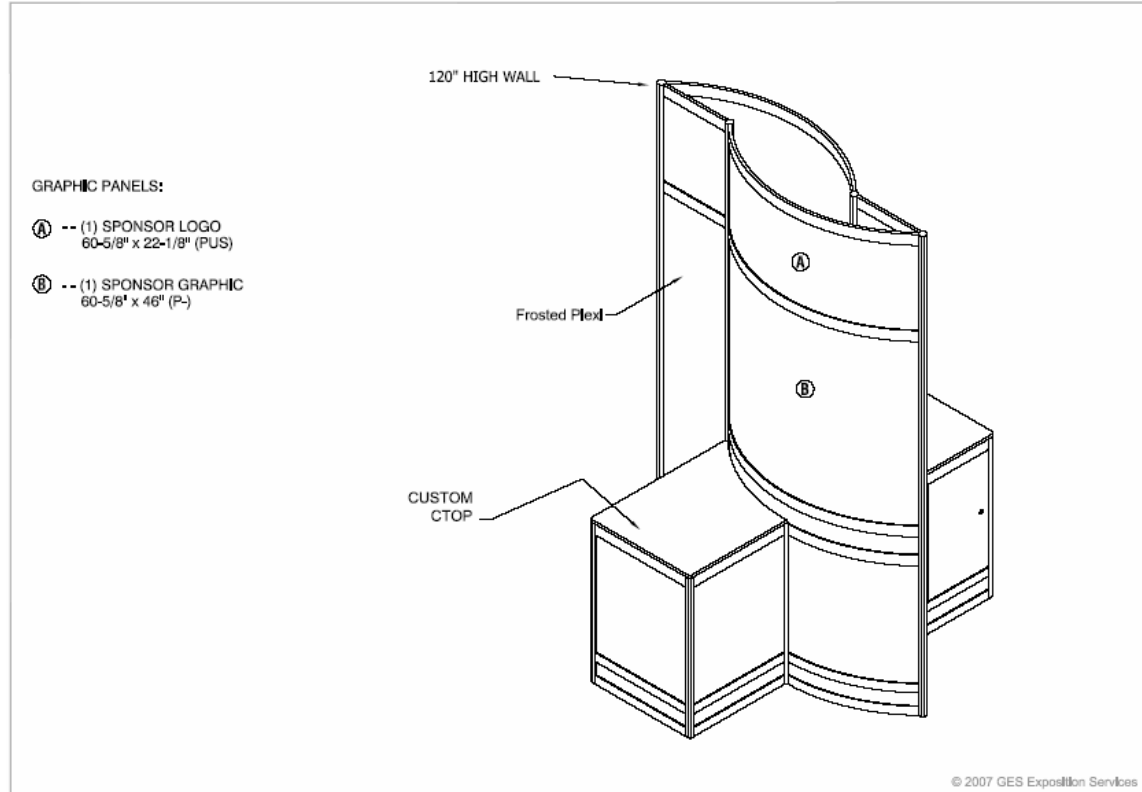


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Silver Booth Includes:

- Booth Structure (as shown above)
- Signage (as indicated above)
- 1 – 500W Electrical Outlets
- 1 – Internet Drops
- 2 – Wastebaskets
- 1 – Stool
- 100 lbs of drayage
- Computers not included

Partner Exhibitor Booth



Partner Exhibitor Booth Includes:

- Booth Structure (as shown above)
- Signage (as indicated above)
- 1 – 500W Electrical Outlet
- 1 – Internet Drop
- 1– Stool
- 1 – Wastebasket
- 100 lbs of drayage
- Computers not included



Digital File Submission Guide

*Sending your graphic and image files
to the GES® Creative Services Department*

Red Hat Summit 2008

John B. Hynes Convention Center • June 17 - 19, 2008

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

Accepted Media

Floppy disk - 3.5" • Iomega Zip disk - 100 MB • CD-ROM (CD-R OR CD-RW) • DVD-ROM (DVD-R only)
Email attachment (limited to maximum size of 2mb) • FTP (mandatory .zip or .sit compression)

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of event*

Name your files appropriately for easy identification. **Do not** send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

Optimal File Types and Resolution

VECTOR: This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

BITMAP: This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

Acceptable Software

Program	Version	File Extension	Description	Special Considerations
Adobe Acrobat	6.0	.pdf	Portable Document	Convert to .pdf using appropriate high-quality output settings
Adobe Illustrator	CS2 (11.0)	.ai, .eps	Vector Drawing	Avoid embedding bitmap images
Adobe InDesign	CS2 (3.0)	.indd	Page Layout	Include appropriate links/fonts/images
Adobe Photoshop	CS2 (8.0)	.tif, .psd, .eps	Bitmap Editing	File should be in CMYK color space
CorelDraw	11.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkExpress	6.0	.qxd	Page Layout	Include appropriate links/fonts/images

Page/Artwork Dimensions

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

Color Specifications & Proofs

Supplied bitmap files should be in the CMYK color space. All colors in Vector and Page Layout applications should be specified using the Pantone Matching System (PMS®). GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

Typefaces/Fonts

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Still have Questions?

If you still have questions or concerns about your artwork or method of delivery, please contact Damon Spivey at dspivey@ges.com. If mailing a disk is required, please forward to the attention of Damon Spivey, GES 125 North St. Teterboro NJ 07608.



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John B. Hynes Convention Center • June 17 - 19, 2008

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**Red Hat Summit 2008**

John B. Hynes Convention Center • June 17 - 19, 2008

Official Service Contractor

GES Exposition Services
7050 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/contact

International Calls: 702.515.5970
International Faxes: 702.263.1520

Show Information

Exhibit Hall Carpet Color: Pepper
Aisle Carpet Color: Pepper

Booth Package

Booth Size: Turnkey Packages
Partner 5' x 5' Package
Silver 10' x 10' Package
Gold 10' x 20' Package
Platinum 20' x 20' Package
No ID signs

Important Dates *Be sure to check all order forms for additional deadlines.*

Tuesday, May 27	Discount Deadline for orders received with payment
Friday, May 16	Advance Shipments may begin arriving at Warehouse
Thursday, June 12	Last day for Advance Shipments to arrive at Warehouse without surcharges
Monday, June 16	Direct Shipments may begin arriving at Exhibit Site after 12noon - 4:30pm
Tuesday, June 17	Last day for Direct Shipments to arrive at Exhibit Site by 8:00am - 12noon
Tuesday, June 17	Installation 1:00pm - 5:30pm
Tuesday, June 17	Show Hours 6:00pm - 9:00pm
Wednesday, June 18	11:30am - 2:00pm and 4:00pm - 6:00pm
Thursday, June 19	11:30pm - 2:00pm and 4:00pm - 6:00pm
Thursday, June 19	Dismantle 6:01pm - 9:00pm
Thursday, June 19	Carriers must be checked in by 7:00pm
Thursday, June 19	All exhibitor materials must be removed by 9:00pm

Shipping Addresses

Advance Shipments to Warehouse c/o GES Exposition Services
Yellow Transportation
1555 Bedford Street
Abington, MA 02351-1063

Direct Shipments to Exhibit Site c/o GES Exposition Services
John B. Hynes Convention Center
900 Boylston Street
Boston, MA 02115

Shipments should arrive on or before:
June 12, 2008

Shipments will be accepted beginning:
June 16, 2008

GES Servicenter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

Tuesday, June 17 12noon - 6:00pm
Wednesday, June 18 11:00am - 2:00pm
Thursday, June 19 1:30pm - 9:00pm

**Red Hat Summit 2008**

John B. Hynes Convention Center • June 17 - 19, 2008

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National ServicerSM. You should receive a confirmation of your order within 3-5 days of placement.
- Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your number is on each label.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.



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We have designed this form to help you better understand the role of the official services contractor, the services we offer and provide tips to maximize your cost savings.

What is a General Services Contractor?

GES® has been selected as the official services contractor by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

How Can I Order My Show Services?

1. GES® Online

GES® Online makes ordering GES products and services fast, simple and secure. Follow these simple instructions to order:

Step 1: If you have previously registered on GES® Online, enter your User ID and Password. If this is your first time on GES® Online, you will need to create an online account. We now have two ways for you to create an online ordering account:

- A. Create an account by searching for your company name and zip code. This method does not require you to know your activation code.
- B. Create an account by entering your Activation Code (CSN). Please note that the Activation Code is CASE SENSITIVE.

Step 2: Once logged in, sign up or select your show.

Step 3: Browse products and create orders for your show.

Step 4: Once you are satisfied with your choices, simply check out to process the order.

Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history. For online ordering help call 888.437.3976.

2. GES National ServicenterSM

The GES National ServicenterSM provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 E. Lindell Road
Las Vegas NV, 89118
Phone: 800.475.2098
Fax: 866.FAX.1GES (866.329.1437)
International Phone: 702.515.5970 / Fax: 702.263.1520

3. GES Servicenter®

Once you are at the show, the GES Servicenter® is on site to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

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ATTENTION:

PETROLEUM SURCHARGE INFORMATION

In order to offset the effects of increasing fuel costs being felt by every citizen and industry in North America, GES® Exposition Services has enacted a Petroleum Surcharge Program.

The Petroleum Surcharge will result in a 2% increase on all services published in the exhibitor service manual with the exception of GES® Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueens, propane fuel and diesel fuel.

GES thanks you for your continued support and patience during this critical time.

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.



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FORM DEADLINE DATE:

May 27, 2008

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #			CONTACT'S HOTEL (OPTIONAL)

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$25.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

* If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

Bank wire transfer payment information:

Beneficiary: GES Exposition Services

c/o Bank of America
 1655 Grant Street
 Concord, CA 94520 USA
 Telephone # 800.227.3337

Account #: 7188-1-01819
 ABA Routing #: 0260-0959-3
 SWIFT Address: BOFAUS3N
 CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
 100 West 33rd Street, New York, NY 10001 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

• If you have any questions regarding our payment policy, please call GES National ServicenterSM at 800.475.2098 or visit the GES Servicenter[®] at the show.

• **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with GES.**

• You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ☐ Corporate Card ☐ Personal Card

_____ - _____ - _____ - _____

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ MasterCard ☐ American Express
☐ VISA ☐ Diners Club
☐ Discover

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

TOTAL

Furniture & Accessories	\$
Material Handling	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
1. Total of All Above Items	\$
2. Add Petroleum Surcharge Assessment @ 2%	\$
3. FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check No. _____ Dated _____

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



3rd Party Billing Request

G-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact **Phone:** 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.



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FORM DEADLINE DATE:

May 27, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Exhibiting Firm:

- ☐ Rental Furniture ☐ Material Handling In & Out
☐ Other (Please Specify) _____

Third Party			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

The items checked below are to be invoiced to the Third Party:

- ☐ All Services ☐ Rental Furniture
☐ Material Handling In & Out
☐ Other (Please Specify) _____

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN	X	_____
	AUTHORIZED SIGNATURE	
	_____	_____
	AUTHORIZED NAME - PLEASE PRINT	DATE

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN	X	_____
	AUTHORIZED SIGNATURE	
	_____	_____
	AUTHORIZED NAME - PLEASE PRINT	DATE

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
_____	_____	_____
PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
	_____	<input type="checkbox"/> VISA <input type="checkbox"/> Diners Club
	<input type="checkbox"/> Discover	
CARDHOLDER'S NAME _____ PLEASE PRINT		
CARDHOLDER'S BILLING ADDRESS _____		CITY _____
STATE _____	ZIP _____	COUNTRY _____

PLEASE SIGN	X	_____
	CARDHOLDER'S SIGNATURE	
	_____	_____
	CARDHOLDER'S SIGNATURE	DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
_____	_____	_____
PROVIDE EXPIRATION DATE	EXPIRATION DATE	<input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
	_____	<input type="checkbox"/> VISA <input type="checkbox"/> Diners Club
	<input type="checkbox"/> Discover	
CARDHOLDER'S NAME _____ PLEASE PRINT		
CARDHOLDER'S BILLING ADDRESS _____		CITY _____
STATE _____	ZIP _____	COUNTRY _____

PLEASE SIGN	X	_____
	CARDHOLDER'S SIGNATURE	
	_____	_____
	CARDHOLDER'S SIGNATURE	DATE

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Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

Exhibitor loss prevention guidelines at show site

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- GES forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. are prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a GES representative at the Exhibitor Service Desk can provide it to you.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.



Show Site Work Rules



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Union Information

To assist you in planning your participation in your Boston area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Material Handling

Fork trucks, pallet jacks and other power equipment may be operated by the official contractor only using local union personnel. Please note that exhibitors are limited to using non-mechanical equipment. Exhibitors may unload their own vehicles, provided that they use their own bonafide company employees and their own hand operated equipment to move exhibit material to their booths.

Exhibit Set Up and Dismantle

Exhibitors are allowed to set up and/or dismantle their own booths, provided that they use their own bonafide company employees. Salesman, clerks and mechanics are all acceptable. Exhibitors are not allowed to bring in outside labor of any kind except for the above mentioned. Exhibitors who wish to employ display houses or exhibit manufacturers to install or dismantle their booth may have supervision of labor sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local. Please be sure to submit the required notification/authorization forms (Exhibitor Appointed Contractor Form) provided in this manual.

Flameproofing

The fire department has strict regulations governing trade shows. All electrical wiring must conform to National Electric Code Safety Rules. In addition, all draperies, decorations and materials must be flame proofed in accordance with local Boston fire codes. Materials may be inspected and/or tested by the Boston Fire Marshal at any time.

The use of decorations incapable of being flame proofed is not permitted. These include paper or those products with acetate cellulose or nitrate cellulose contents, decorative greens containing pitch and polyethylene artificial floral decorations. Exhibitor's products displayed for technical presentation are exempt from the above rules. If there is any question regarding flameproofing or fire codes please consult your display builder, or contact GES Exposition Services prior to move-in for further details.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



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GES TERMS AND CONDITIONS ARE SUBJECT TO
CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE
TO ANY PARTIES

I. Definitions:

GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;

Agents: GES' agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting Services from GES.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.

Un-Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations

Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligations

Indemnification:

Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods

Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.

Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any

claims that result from Customers' supervision or failure to supervise assigned labor.

Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage: GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$.50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

Excess Declared Value: If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form** and paying by the appropriate additional charge in advance of the commencement of services by GES. Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

No Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of suit: Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of forum. This Agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

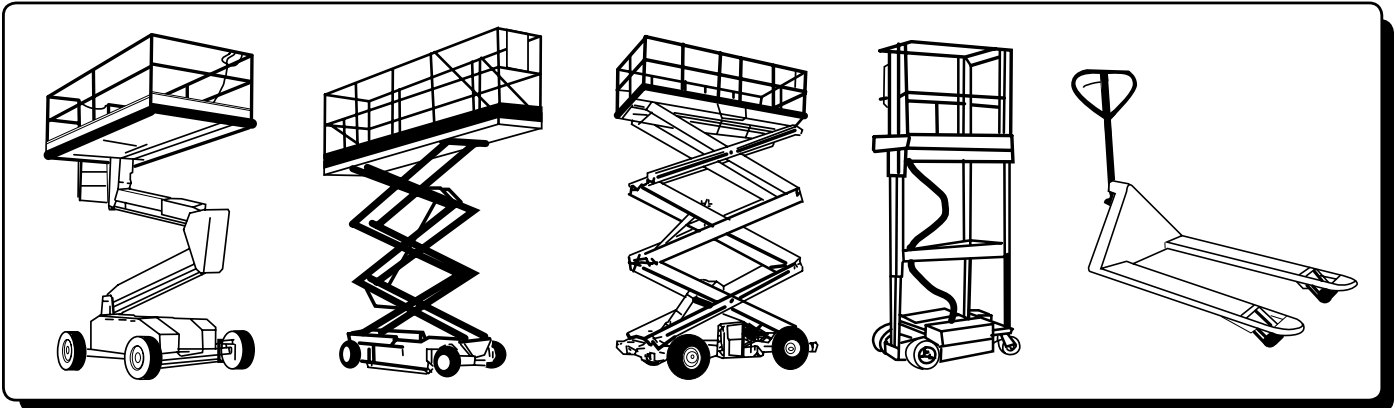
All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$.60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

**Red Hat Summit 2008**

John B. Hynes Convention Center • June 17 - 19, 2008

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.

GES

Material Handling Information


Red Hat Summit 2008

John B. Hynes Convention Center • June 17 - 19, 2008

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
- **Shipment Surcharges** - A surcharge will apply if shipments are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicenter**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** - GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** - Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** - Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.

 SAVE TIME WITH GES ONLINE AT: www.ges.com

Click Here
to View
Shipping
Brochure

Click Here to
View Special
Handling
Brochure

GET GES[®] TRANSPORTATION PLUS **SAVE 10%** ON MATERIAL HANDLING

GES[®] Logistics turns an exhibiting necessity into an added show value with GES[®] Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES[®] Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES' continued commitment to our customers.

- **Your Shipping Partner**

GES[®] Logistics gives you reliable service and great rates on air and ground shipping. You can also save 10% on round-trip shipping with GES[®] Roundtrip Plus. Count on GES as your shipping partner.

- **Smooth Integration**

Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

**For more info call 888.454.4437
or visit us online at www.ges.com/logistics**



Logistics
shipping made easy

Exposition Services Exhibits & Design Graphics Logistics
Electrical Installing & Dismantling Technology Event Services

888.454.4437 www.ges.com



Click Here to
View Special
Handling
Brochure



Transportation Plus & Material Handling Form

R-2c

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.



Red Hat Summit 2008
John B. Hynes Convention Center • June 17 - 19, 2008

FORM DEADLINE DATE:
May 27, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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SHIP WITH GES LOGISTICS TO RECEIVE A 10% SAVINGS ON MATERIAL HANDLING WITH TRANSPORTATION PLUS
To set up your saving with **Transportation Plus**, please call 888.454.4437, or complete the GES Logistics Material Handling & Shipping Form (R-8b) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. Call 888.454.4437 for a quote for any shipments that are under 10,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 10,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 3:30pm; Closed 12:00pm - 12:30pm & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.00 fee will be charged per shipment.

Advance Shipments to GES Warehouse (200 pound minimum per shipment)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.
Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Crated Materials		Materials Requiring Special Handling	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 110.00 cwt	\$ 99.00 cwt	\$ 148.50 cwt	\$ 133.75 cwt
ST/OT \$ 165.00 cwt	\$ 148.50 cwt	\$ 222.75 cwt	\$ 200.50 cwt
OT/OT \$ 220.00 cwt	\$ 198.00 cwt	\$ 297.00 cwt	\$ 267.25 cwt

Direct Shipments to Exhibit Site (200 pound minimum per shipment)

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Crated Materials		Materials Requiring Special Handling		Uncrated Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 96.00 cwt	\$ 86.50 cwt	\$ 129.50 cwt	\$ 116.50 cwt	\$ 144.00 cwt	\$ 129.50 cwt
ST/OT \$ 144.00 cwt	\$ 129.50 cwt	\$ 194.25 cwt	\$ 174.75 cwt	\$ 216.00 cwt	\$ 194.50 cwt
OT/OT \$ 192.00 cwt	\$ 172.75 cwt	\$ 259.00 cwt	\$ 233.00 cwt	\$ 288.00 cwt	\$ 259.25 cwt

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.	First Carton.....\$ 39.00 Each Additional Carton.....\$ 20.00
--	--

- **Straight Time:** Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.
- **Overtime:** All other times, Saturdays, Sundays, Holidays.
- Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.
- Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
- Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00. Excess declared value is not available for items listed on form G-7.

☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

Calculation Of Material Handling Charges For Standard Rates Only (Use Form R-8b For Transportation Plus Rates)

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total pieces:															
Total Weight (200 lb minimum per shipment):	+ 100 =	x Rate: = \$															
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site on date:	via:	Total cartons: = \$															
<i>We understand that your calculation is only an estimate. Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred.</i>																	
ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS: Advance Date: <ul style="list-style-type: none">• May 16, 2008: Advance shipments may begin arriving at warehouse.• June 12, 2008: Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date. Direct Dates: <ul style="list-style-type: none">• June 16, 2008: Direct shipments may begin arriving at the exhibit site.• June 17, 2008: Last day for shipments to arrive at the exhibit site.		<table><tr><td rowspan="4">I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.</td><td>1. Total Estimated Charges</td><td>\$</td></tr><tr><td>2. 30% Late Arrival Surcharge</td><td>\$</td></tr><tr><td>3. Excess Declared Value</td><td>\$</td></tr><tr><td>4. Payment Enclosed</td><td>\$</td></tr><tr><td colspan="2">Authorized Signature: X</td><td></td></tr><tr><td colspan="2">AUTHORIZED NAME - PLEASE PRINT</td><td>DATE</td></tr></table>	I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total Estimated Charges	\$	2. 30% Late Arrival Surcharge	\$	3. Excess Declared Value	\$	4. Payment Enclosed	\$	Authorized Signature: X			AUTHORIZED NAME - PLEASE PRINT		DATE
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total Estimated Charges	\$															
	2. 30% Late Arrival Surcharge	\$															
	3. Excess Declared Value	\$															
	4. Payment Enclosed	\$															
Authorized Signature: X																	
AUTHORIZED NAME - PLEASE PRINT		DATE															

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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Red Hat Summit 2008

John B. Hynes Convention Center • June 17 - 19, 2008

FORM DEADLINE DATE:

May 27, 2008

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER	
Pick Up Information					
DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)					WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Delivery Information					
DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

Method Of Shipment					
Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs* Shipments 101 lbs and up* *Subject to applicable surcharges		Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.		<input type="checkbox"/> Special Instructions (Additional charges may apply)	

Weight & Dimensions (Final Rate Subject To Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:		via:		Total pieces:	
Total Weight (200 lb minimum per shipment):		÷ 100 =		x Rate: = \$	
Small package cartons will be sent to <input type="checkbox"/> Exhibit Site on date:		via:		Total cartons: = \$	

Hazardous Materials Contact Number () -		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature – Please Sign: X		1. Total Estimated Charges		\$
ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS: Advance Date: • May 16, 2008: Advance shipments may begin arriving at warehouse. • June 12, 2008: Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.				2. 30% Late Arrival Surcharge		\$
Direct Dates: • June 16, 2008: Direct shipments may begin arriving at the exhibit site. • June 17, 2008: Last day for shipments to arrive at the exhibit site.		EXCESS DECLARED VALUE OPTION: Note 1: STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form. Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared. Note 3: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00. Excess declared value is not available for items listed on form G-7. <input type="checkbox"/> Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).		3. Excess Declared Value		\$
				4. Payment Enclosed		\$
		AUTHORIZED NAME - PLEASE PRINT		DATE		

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions**

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Red Hat Summit 2008

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
YELLOW TRANSPORTATION
1555 BEDFORD STREET
ABINGTON, MA 02351-1063

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

May 16, 2008 and June 12, 2008.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 3:30pm; Closed 12:00pm - 12:30pm & Holidays.

Carrier

Number of pieces



A

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Red Hat Summit 2008

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
YELLOW TRANSPORTATION
1555 BEDFORD STREET
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SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

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CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 3:30pm; Closed 12:00pm - 12:30pm & Holidays.

Carrier

Number of pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

D

RUSH!

EXHIBITION FREIGHT

FROM:

D

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Red Hat Summit 2008

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
JOHN B. HYNES CONVENTION CENTER
900 BOYLSTON STREET
BOSTON, MA 02115

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
June 16, 2008 and June 17, 2008.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number _____ of _____ pieces



DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Red Hat Summit 2008

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
JOHN B. HYNES CONVENTION CENTER
900 BOYLSTON STREET
BOSTON, MA 02115

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
June 16, 2008 and June 17, 2008.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number _____ of _____ pieces





Cartload Service Order Form

R-14

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.



Red Hat Summit 2008

John B. Hynes Convention Center • June 17 - 19, 2008

FORM DEADLINE DATE:

May 27, 2008

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

Special Freight Services — Small Passenger Vehicles Only!

This special service is offered exclusively for this show.

Maximum Weight 250 lbs.

- To facilitate the move-in and move-out of exhibitors with small exhibit material shipments, GES Exposition Services is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for this service are \$125.00 on Straight-Time and \$187.50 on Overtime.
- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **If you arrive with a truck/van or trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less (weighing less than 250 lbs. total). There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. (GES personnel will direct vehicles.) The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle. One person to go with your product to the booth space and one person to remove your vehicle from the unloading area to parking area.
- Freight that is too large or heavy must be handled by GES at their freight handling rates.** No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, proceed directly to the John B. Hynes Convention Center main entrance and watch for the Cartload Service signage. Pre-orders will receive preferential service at show site, and you may also order this service at the **GES Servicenter**.



Place Order Here

ITEM #	DESCRIPTION	PRICE	# OF TRIPS	TOTAL PRICE
4800	From Dock to Booth			\$
4801	From Booth to Dock			\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered		\$
		2. 5.000% Applicable Tax		\$
		3. Payment Enclosed		\$
Authorized Signature – Please Sign:		X		
		AUTHORIZED NAME - PLEASE PRINT		DATE



GES

Installation & Dismantling Order Form

L-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.



Red Hat Summit 2008

John B. Hynes Convention Center • June 17 - 19, 2008

DISCOUNT DEADLINE DATE:

May 27, 2008

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.

TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 84.50	\$ 105.75	\$ 126.75
Overtime	\$ 126.75	\$ 158.50	\$ 190.25
Double Time	\$ 169.00	\$ 211.25	\$ 253.50

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays.
- Double Time: All day on Sundays & Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service

☐ GES SUPERVISED (OK TO PROCEED)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VI, Labor.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

☒ GES is responsible for the following type of booth:

- ☐ Pop-up ☐ Two Story ☐ Custom
☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			1. Total Labor Ordered			\$
			2. 30% (\$50.00) GES Supervision			\$
			3. Payment Enclosed			\$
Authorized Signature: X						
			AUTHORIZED NAME - PLEASE PRINT		DATE	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.



MCCA Exhibitor Ordering Guide

A Complete Guide to Service Offerings, Pricing and Ordering Procedures

Prepared Exclusively for: Red Hat Summit
June 18 – 20, 2008
Hynes Convention Center

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of services & equipment and pricing;
- Installation & Connection information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If after reading this guide you have any unanswered questions, please contact MCCA Exhibitor Services at **617-954-2230** or **exhibitorservices@massconvention.com**, and we will be happy to assist you!

General Information

Ordering Policies & Procedures

Pricing - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

Ordering - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.massconvention.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Additional Electrical Services & Equipment	Discount	Standard
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30' Round Extension Cords	\$30.00.....	\$37.00
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30' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.

24 Hour Power.....	Add 50% to initial connection rate	
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If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.

Overhead Power.....	Add 100% to initial connection rate	
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Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

Installation & Distribution - Electrical

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - Hire labor from the General Service Contractor;
 - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

Terms & Conditions - Electrical

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$70.00**
 - All other times, including holidays **\$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

Frequently Asked Questions – Electrical

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop.....	250-550 watts
Standard Desktop PC.....	400-700 watts
Standard Plasma TV.....	300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician. To discuss availability, please call the MCCA Exhibitor Services Department. Once approved, an Exhibitor Services Associate will assist you in placing your order.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, UNICCO.

<u>Cleaning Services (Per sq ft. per day)</u>	<u>Discount</u>	<u>Standard</u>
--	------------------------	------------------------

Initial Vacuum or Mopping	\$0.25.....	\$0.31
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Service includes one-time vacuum or mop prior to the first event or show day

Daily Vacuum or Mopping.....	\$0.17.....	\$0.21
-------------------------------------	--------------------	---------------

Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.

Daily Vacuum or Mopping + Porter Service.....	\$0.40.....	\$0.50
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Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.

Shampoo Service	\$0.35.....	\$0.44
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Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor UNICCO, is the exclusive provider of all cleaning services.

Frequently Asked Questions – Cleaning

Will my booth be automatically vacuumed or mopped prior to the first show day?

Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Why is the rate on your website different from the rate listed above?

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

Standard Telephone Services	Discount	Standard
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Single-Line Service (Analog).....	\$260.00.....	\$325.00
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Service includes one phone number and a complimentary simple handset. Line usage will be charged separately.

Multi-Line Service (Digital)	\$395.00.....	\$493.75
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Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage will be charged separately.

Speaker Phone Service (Analog)	\$310.00.....	\$387.50
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Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage will be charged separately.

Polycom Speaker Phone Service (Analog).....	\$360.00.....	\$450.00
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Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage will be charged separately.

Fax Machine Phone Service (Analog)	\$410.00.....	\$512.50
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Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage will be charged separately.

Line Usage.....	Per rates below
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Exhibitors are responsible for all calls made on their phone lines. Line usage will be billed at the close of the show to a credit card supplied prior to show. Rates are as follows:

- Collect, Local & Toll Free calls are billed at \$0.50 per call for every increment of 15 minutes or less (e.g., 14 minute call = \$0.50, 26 minute call = \$1.00).
- Interstate long distance calls are billed a \$1.00 service charge per call, plus charges for calls and applicable taxes.
- International calls are billed a \$4.50 service charge per call, plus charges for calls and applicable taxes.

Additional Telephone Services & Equipment	Discount	Standard
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Call Waiting (per phone line).....	\$50.00	\$62.50
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Allows user to know when another call is coming in.

Voice Mail (per phone line).....	\$50.00.....	\$62.50
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Allows user to setup a custom greeting and receive messages from incoming callers.

ISDN/BRI Service	\$300.00.....	\$375.00
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ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.

Polycom Videoconference Rental w/IP Connect Service	\$1,100.00.....	\$1,600.00
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This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.

Polycom Videoconference Rental w/ISDN	\$2,000.00.....	\$2,500.00
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This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

Broadcast Video Service via TV-1.....	\$2,000.00.....	\$2,500.00
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TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

Installation & Connections - Telephone

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions - Telephone

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.

- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$80.00**
 - All other times, including holidays **\$120.00**

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial-9 before it dials your credit card company's number.

How do I receive my phone number, dialing instructions, billing information and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment and /or to supply a credit card for line usage. At this time you will receive assigned phone numbers, dialing instructions and billing information.

How can I place restrictions on my phone line?

If you wish to place restrictions on a phone line, (e.g., local and toll-free outbound calls only), please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be installed as unrestricted lines.

Internet Services

The MCCA offers a wide variety of Internet services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

<u>Automatic Configuration</u>	<u>Discount</u>	<u>Standard</u>
Automatically configured lines are designed to “plug & play.”		

200 Kbs Shared Service\$800.00.....\$1,000.00

This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

<u>Manual Configuration</u>	<u>Discount</u>	<u>Standard</u>
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Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.

300 Kbs Managed Service\$1,175.00.....\$1,468.75

The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

500 Kbs Managed Service\$1,700.00.....\$2,125.00

The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

750 Kbs Managed Service\$2,500.00.....\$3,125.00

The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.

1.54 Mbps Managed Service\$5,050.00.....\$6,312.50

The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

5 Mbps Managed Service\$10,000.00.....\$12,500.00

The 5 Mbps has more bandwidth than the 1.54 Mbps service and includes 250 public IP addresses, a private VLAN and subnet.

Additional Services & Equipment	Discount	Standard
---------------------------------	----------	----------

Additional Public IP Address	\$125.00.....	\$156.25
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This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

Switch Rental - 8 Port.....	\$80.00.....	\$100.00
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Service includes rental of a switch, which connects up to 8 computers or devices together, giving all access to the internet service ordered.

Switch Rental - 24 Port.....	\$120.00.....	\$150.00
-------------------------------------	----------------------	-----------------

Service includes rental of a switch which connects up to 24 computers or devices together, giving all access to the internet service ordered.

Copper Patch / Booth to Booth Connection	\$320.00.....	\$400.00
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Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.

Fiber Patch / Booth to Booth Connection	\$470.00.....	\$587.50
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Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.

Extend Outside T1 or T3 Service	\$1,000.00.....	\$1,200.00
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With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, ATT, etc.).

25' CAT 5e Cable.....	\$40.00.....	\$50.00
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50' CAT 5e Cable.....	\$55.00.....	\$68.75
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100' CAT 5e Cable.....	\$90.00.....	\$112.50
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Cable TV Service.....	\$225.00.....	\$281.25
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Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

Installation & Connection - Internet

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - Hire labor from the General Service Contractor or ;
 - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions - Internet

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Tech Rep Monday-Friday 8am-4pm (except holidays) **\$100.00**
 - Tech Rep All other times, including holidays **\$150.00**
 - Network Engineer Monday-Friday 8am-4pm (except holidays) **\$130.00**
 - Network Engineer All other times, including holidays **\$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.

- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

Frequently Asked Questions – Internet

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC or Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for rental. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers rental of switch devices instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the “size of the pipe” that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or “tokens” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few “real” internet routable addresses.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk. After the show, rented switches must be returned to the Service Desk or you will be charged a replacement fee.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

Package Rigging Solutions	Discount	Standard
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The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

Basic Rigging Package.....	\$1,550.00.....	\$1,684.00
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This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Overtime Hour must be ordered in addition to the package.

Electrical Rigging Package.....	\$1,794.00.....	\$1,988.00
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This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

Team Overtime Hour	\$244.00.....	\$304.00
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Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Overtime Hour must be ordered for each rigging package ordered.

Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs. Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

Rigging Equipment	Discount	Standard
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Truss

A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.

Truss 5’ Section – Silver 12”x12” Box	\$25.00.....	\$30.00
Truss 8’ Section – Silver 12”x12” Box	\$40.00.....	\$48.00
Truss 10’ Section – Silver 12”x12” Box	\$50.00.....	\$60.00
Truss 5’ Section – Black 12”x12” Box.....	\$35.00.....	\$42.00
Truss 8’ Section – Black 12”x12” Box.....	\$56.00.....	\$67.00
Truss 10’ Section – Black 12”x12” Box.....	\$70.00.....	\$84.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$45.00.....	\$54.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$72.00.....	\$86.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$90.00.....	\$108.00

Corner Block

A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12”x12” Box.....	\$50.00.....	\$60.00
Corner Block – Black 12”x12” Box.....	\$65.00.....	\$78.00
Corner Block – Silver 20.5”x20.5” Box.....	\$70.00.....	\$84.00

Base Plate.....	\$35.00.....	\$42.00
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A base plate is used as a stand for ground supported truss or poles.

Rotator	\$150.00.....	\$180.00
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A rotator is a motor used to rotate a hanging sign.

Motor.....	\$150.00.....	\$180.00
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A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

<u>Lighting Fixtures</u>	<u>Discount</u>	<u>Standard</u>
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A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

Source 4 Par (575 watt, 750 watt).....\$35.00.....\$42.00

This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

Source 4 Leko (575, 750 watt).....\$45.00.....\$54.00

This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

Par 64 (1000 watt)\$30.00.....\$36.00

The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

<u>Lighting Kits</u>	<u>Discount</u>	<u>Standard</u>
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Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

Small Lighting Kit (4-6 lights)\$185.00.....\$212.00

Medium Lighting Kit (7-11 lights).....\$325.00.....\$390.00

Large Lighting Kit (12-15 lights).....\$450.00.....\$540.00

X-Large Lighting Kit (16-20 lights).....\$550.00.....\$660.00

<u>Dimmer Racks & Lighting Controls</u>	<u>Discount</u>	<u>Standard</u>
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These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately.

Dimmer Control 1.2 x 4.....\$80.00.....\$96.00

Dimmer Control 2.4 x 12.....\$150.00.....\$180.00

Dimmer Control 2.4 x 24.....\$320.00.....\$384.00

Terms & Conditions - Rigging

- **Hynes Rigging:** JCALPRO is the preferred rigging vendor at the Hynes Convention Center. If a sign requires a motor, electrical rigging, and/or truss, JCALPRO must hang the sign. Otherwise, the exhibitor may hire the general service contractor to hang signage.
- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:
 - Head Rigger Monday-Saturday 7am-12am (except holidays) **\$89.00**
 - Head Rigger Sundays 7am -5pm and holidays **\$133.50**
 - Head Rigger Sundays after 5pm, all days 12 am-7am **\$178.00**
 - Rigger Monday-Saturday 7am-12am (except holidays) **\$76.00**
 - Rigger Sundays 7am -5pm and holidays **\$114.00**
 - Rigger Sundays after 5pm, all days 12 am-7am **\$152.00**
 - Dept Head Monday-Saturday 7am-12am (except holidays) **\$65.00**
 - Dept Head Sundays 7am -5pm and holidays **\$97.50**
 - Dept Head Sundays after 5pm, all days 12 am-7am **\$130.00**
 - Stagehand Monday-Saturday 7am-12am (except holidays) **\$57.00**
 - Stagehand Sundays 7am -5pm and holidays **\$85.50**
 - Stagehand Sundays after 5pm, all days 12 am-7am **\$114.00**
 - 24'-32' Scissor Lift **\$550.00**
 - 40'-45' Boom Lift **\$950.00**
 - 60' Boom Lift **\$1,550.00**
- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

Frequently Asked Questions – Rigging

How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower “ceiling” and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

Water and Drain Services	Discount	Standard
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Water - Individual Connection	\$250.00.....	\$312.50
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Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.

Additional Water Connections	\$150.00.....	\$187.50
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Exhibitors requiring more than an individual water connection should order each additional connection as needed.

Drain – Individual Connection	\$250.00.....	\$312.50
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The MCCA can provide waste drain connections up to ¾" line size.

Additional Drain Connections	\$130.00.....	\$162.50
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Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

Fill and Drain 0-100 Gallons.....	\$150.00.....	\$187.50
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Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

Each Additional 500 Gallons.....	\$80.00.....	\$100.00
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Sink Rentals	Discount	Standard
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Cold Water Sink Rental	\$600.00.....	\$750.00
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Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.

Small Hot & Cold Water Sink Rental.....	\$800.00.....	\$1,000.00
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Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x 34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

Large Hot & Cold Water Sink Rental	\$1,000.00.....	\$1,250.00
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Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x 43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

Compressed Air and Gases	Discount	Standard
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Compressed Air – Individual Connection	\$300.00.....	\$375.00
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Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Additional Connection.....	\$155.00.....	\$193.75
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Exhibitors who require more than an individual connection should order additional connections as needed.

Other Compressed Gases

The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities.

20 Lbs Dry or Liquid CO₂	\$154.00.....	\$184.50
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50 Lbs Dry or Liquid CO₂.....	\$167.00.....	\$200.50
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Dry Nitrogen 300 ft³	\$206.00.....	\$247.75
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Installation & Connections - Plumbing

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions - Plumbing

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - Monday-Friday 8am-4pm (except holidays) **\$70.00**
 - All other times, including holidays **\$105.00**

Frequently Asked Questions – Plumbing

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?

ARAMARK, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for ARAMARK information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA provides booth security service through our exclusive service contractor, AlliedBarton Security.

Security Officer	Discount	Standard
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Per Hour per Officer	\$26.00	\$32.50
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The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

Frequently Asked Questions – Security

When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

Appendix A – Service Order Forms

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone & Internet Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services



Massachusetts Convention Center Authority
Exhibitor Order Form - Electrical Services

Effective March 1, 2008

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT										
DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
0-500 Watt Single Outlet		\$95.00	\$119.00		+50% rate		+100% rate		+150% rate	
501-1000 Watt Duplex Outlet		\$120.00	\$150.00		+50% rate		+100% rate		+150% rate	
1001-2000 Watt Quad Box		\$150.00	\$187.00		+50% rate		+100% rate		+150% rate	
2001-4000 Watt Quad Box		\$170.00	\$212.00		+50% rate		+100% rate		+150% rate	
SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT										
DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		\$250.00	\$312.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$475.00	\$594.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$775.00	\$969.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$450.00	\$562.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$695.00	\$869.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,150.00	\$1,437.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,350.00	\$2,937.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,150.00	\$5,187.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$750.00	\$937.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,300.00	\$1,625.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,400.00	\$3,000.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		\$4,770.00	\$5,962.50		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$30.00	\$37.00							
TOTAL DUE \$ _____										

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



Massachusetts Convention Center Authority
Exhibitor Order Form - Cleaning Services

Effective March 1, 2008

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

BASIC CLEANING SERVICES					DISCOUNT RATE (PER SQ FT PER DAY)	STANDARD RATE (PER SQ FT PER DAY)
1. INITIAL VACUUM OR MOPPING (Before first event day only)					\$0.25	\$0.31
2. DAILY VACUUM OR MOPPING (For all event days <u>including</u> the first day)					\$0.17	\$0.21
3. DAILY VACCUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)					\$0.40	\$0.50
SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET		RATE PER Sq. Ft.	# OF DAYS	TOTAL DUE
		LENGTH	WIDTH TOTAL Sq. Ft. (90 MIN.)			
<input type="checkbox"/> 1	<input type="checkbox"/> Vacuum					
<input type="checkbox"/> 2	<input type="checkbox"/> Mop					
<input type="checkbox"/> 3						

SPECIAL CLEANING SERVICES						
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET			DISCOUNT RATE	STANDARD RATE	TOTAL DUE
	LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	(PER SQ FT PER DAY)	(PER SQ FT PER DAY)	
	_____	X _____	= _____	\$0.35	\$0.44	

GRAND TOTAL DUE \$ _____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



Massachusetts Convention Center Authority
Exhibitor Order Form - Telephone & Internet Services

Effective March 1, 2008

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

TELEPHONE SERVICE

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		\$260.00	\$325.00	
Multi-Line Phone Service (Digital)		\$395.00	\$493.75	
Speaker Phone Service (Analog)		\$310.00	\$387.50	
Polycom Speaker Phone Service (Analog)		\$360.00	\$450.00	
Fax Machine Phone Service (Analog)		\$410.00	\$512.50	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	
Broadcast Video Service via TV-1		\$2,000.00	\$2,500.00	

INTERNET & CABLE TV SERVICE

WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Users receive pre-paid access codes that enable this service on two machines. Gateway and other NAT devices will not function properly.)		\$800.00	\$1,000.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
300 Kbs Managed Service (1 public IP address)		\$1,175.00	\$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,700.00	\$2,125.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$5,050.00	\$6,312.50	
5 Mbps Managed Service (250 public IP address, private VLAN and subnet)		\$10,000.00	\$12,500.00	

Continued on page 2

Exhibitor Order Form - Telephone & Internet Services page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			\$125.00	\$156.25	
Switch Rental	8 port		\$80.00	\$100.00	
	24 port		\$120.00	\$150.00	
Copper Patch / Booth to Booth Connection			\$320.00	\$400.00	
Fiber Patch / Booth to Booth Connection			\$470.00	\$587.50	
Extend T1 or T3 Service			\$1,000.00	\$1,200.00	
25' CAT 5e Cable			\$40.00	\$50.00	
50' CAT 5e Cable			\$55.00	\$68.75	
100' CAT 5e Cable			\$90.00	\$112.50	
Cable TV Service			\$225.00	\$281.25	
Wireless Internet access is available onsite but is not recommended for exhibitor displays.				TOTAL DUE: \$ _____	

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To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:**

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Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:



Massachusetts Convention Center Authority
Exhibitor Order Form - Rigging & Lighting Services
 Effective March 1, 2008

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

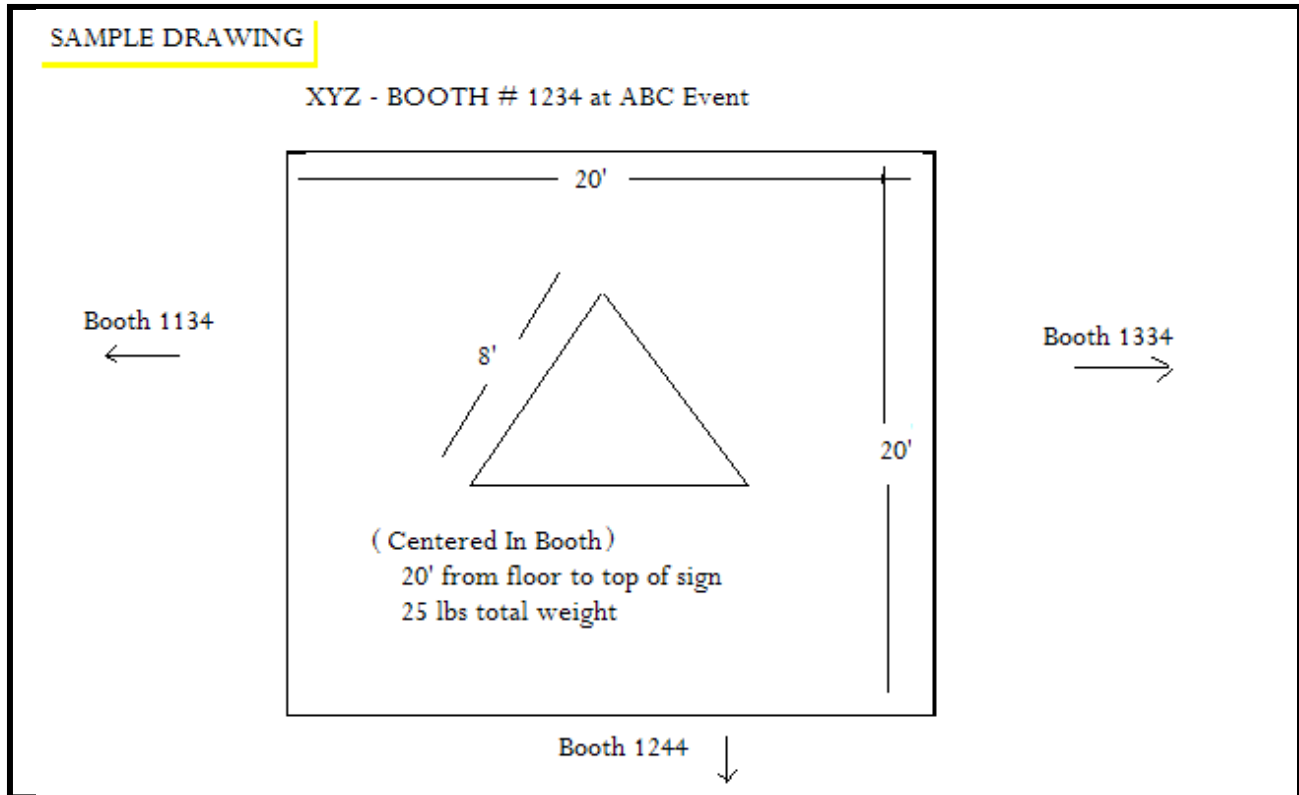
SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

ITEM DESCRIPTION & INFORMATION				
**Description of Item (Sign, Banner, Truss, etc.):				
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:	
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:		
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:		
PACKAGE RIGGING SOLUTIONS				
SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00	
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00	
Team Overtime Hour		\$244.00	\$304.00	
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (<i>REQUIRES QUOTE</i>)				
EQUIPMENT DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12" x 12" Box Truss	5' Section	\$25.00	\$30.00	
	8' Section	\$40.00	\$48.00	
	10' Section	\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section	\$35.00	\$42.00	
	8' Section	\$56.00	\$67.00	
	10' Section	\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$45.00	\$54.00	
	8' Section	\$72.00	\$86.00	
	10' Section	\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box	\$50.00	\$60.00	
	Black 12" x 12" box	\$65.00	\$78.00	
	Silver 20.5" x 20.5" box	\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00	
Rotator		\$150.00	\$180.00	
Motor		\$150.00	\$180.00	

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE)				
LIGHTING FIXTURES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko - (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
LIGHTING KITS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
DIMMER RACKS & LIGHTING CONTROLS	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
TOTAL DUE: \$			<u> </u>	

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



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 To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:**

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 BOSTON, MASSACHUSETTS 02210
 617-954-2230 • exhibitorservices@massconvention.com
 Tax ID#: 042768982

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Massachusetts Convention Center Authority
Exhibitor Order Form – Plumbing Services
 Effective March 1, 2008

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

WATER AND DRAIN SERVICES

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$250.00	\$312.50	
	Additional Connection			\$150.00	\$187.50	
Drain Up to ¾" line	Individual Connection			\$250.00	\$312.50	
	Additional Connection			\$130.00	\$162.50	
Fill & Drain	0-100 Gallons			\$150.00	\$187.50	
	Each additional 500 gallons			\$80.00	\$100.00	

SINK RENTALS

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,000.00	\$1,250.00	

COMPRESSED AIR AND GASES

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Air Approx 110 PSI	Individual Connection			\$300.00	\$375.00	
	Additional Connection			\$155.00	\$193.75	
CO ₂	20 lb Cylinder (Dry)			\$154.00	\$184.50	
	50 lb Cylinder (Dry)			\$167.00	\$200.50	
	20 lb Cylinder (Liquid)			\$154.00	\$184.50	
	50 lb Cylinder (Liquid)			\$167.00	\$200.50	
Nitrogen	300 ft ³ Tank (Dry)			\$206.00	\$247.75	

TOTAL DUE: \$ _____

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DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:
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Massachusetts Convention Center Authority

Exhibitor Order Form - Security Services

Effective March 1, 2008

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
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				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
			TOTAL MAN HOURS: _____	TOTAL DUE: \$ _____		

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

HOTEL & TRAVEL

The Red Hat Summit Boston 2008 team has negotiated discounted hotel rates for your stay in Boston. Reserve your room today!

Hotel Information:

Headquarters Hotel: Sheraton Boston Hotel – Connected to the Hynes Convention Center

39 Dalton Street

Boston, MA 02199

Room rates/night **Single or double: \$219**

The Sheraton Boston Hotel is in the Back Bay, one of Boston's most popular areas. And how's this for convenient? It's only four miles from Logan Airport. Once you're there, you can walk from the hotel to the scenic Charles River, Newbury Street's shopping and cafes, or Fenway Park.

Hilton Boston Back Bay – Across the street from the Connected to the Hynes Convention Center

40 Dalton Street

Boston, MA 02115-3123

Room rates/night **Single or double: \$239**

The Hilton Boston Back Bay is directly across from the Hynes Center. Also located in the Back Bay, four miles from Logan Airport, rooms on the upper floors have views of downtown Boston and the Charles River. If you need your workout in the morning, the Hilton recently renovated its workout room into a 5,000 square foot fitness center.

Reservation Methods


- Book online at <https://resweb.passkey.com/go/redhat> and receive an immediate hotel confirmation.
- Call toll free at (888)-846-0195 in the US or (506) 637-0318 outside the US. Hours: Monday - Friday from 9:00am - 8:00pm EST
- For a request of ten rooms or more, or to book a suite, please fill out the [Hotel Room Block Request Form](#) and fax to (508) 988-7581.
- To reserve a single room, please fill out the [Exhibitor Room Request Form](#) and fax to (508) 988-7581.

Deposit Information & Cancellation Policy

A credit card number is required at the time of reserving your room. Hotel accommodations and rates are based upon availability and are valid until May 23, 2008, at which time they are subject to change. Hotel rates are subject to applicable state and local taxes (currently 12.45% per room, per night) and are not included in the rate. This discounted hotel rate is only available through IDG World Expo.

Reservations may be changed or canceled until 72 hours prior to your scheduled arrival date without penalty. Cancellations received less than 72 hours prior to your scheduled arrival date will be charged one-night's room and tax.

Travel Partners

 **UNITED** United Airlines is an official travel partner for Red Hat Summit and is offering special discounted reservations unavailable to the general public. Call United's toll-free number (800) 521-4041 and refer to Meeting ID Number 515GB to take advantage of promotional fares that give you the greatest discount. Mileage Plus members receive full credit for all miles flown to this meeting. If you reside outside the United States, please call your local United office to receive these savings.

Questions? Please contact Stephen Galeotalanza at:
P: (508) 499-7850 E: stephen_galeotalanza@idg.com

HOTEL ROOM BLOCK REQUEST FORM



Hynes Convention Center

HOTEL ROOM BLOCK REQUEST/ SUITE FORM

Please use this form for a block of 10 or more rooms

Company Name: _____

Contact Name: _____

Address: _____

City, ST, Zip: _____

Phone: _____

Fax: _____

Email: _____

HOTEL SELECTION: Please select your hotel choices in order of preference.

#1 Hotel Choice _____ #2 Hotel Choice _____

Hotel availability is on a first-come first-serve basis. Please return request as soon as possible for best selection! Please indicate the number of rooms needed per night.

Exhibitor Move-in: June. 16-17, 2008 **Sponsor Showcase Dates:** June 17-19, 2008 **Move-out:** June. 19, 2008

DAY	Sun	Mon	Tue	Wed	Thu	Fri
DATE	6/15	6/16	6/17	6/18	6/19	6/20
SINGLE						
DOUBLE (2 beds)						
SUITES						
TOTAL						

Suite(s) Requests please indicate the following: Is the suite to be used for a meeting? __ YES __ NO

How many people should the parlor accommodate? ____


Will you need a sleeping room attached? __ YES __ NO If yes, how many bedrooms? ____

Please fax this form to Red Hat Summit Conference & Expo/San Francisco at (508) 988-7581, Attention: Stephen Galeotalanza. Your request and deposit instructions will be confirmed within 48 hours.

Questions? Please contact Stephen Galeotalanza at:

P: (508) 988-7850

E: stephen_galeotalanza@idg.com

	Red Hat Summit 2008 Hynes Convention Center EXHIBITOR ROOM REQUEST FORM									
<u>INSTRUCTIONS</u>	Arrival Date _____ Departure Date _____ First Name _____ M.I. ____ Last Name _____									
FAX: Use one form per request. Fax your fully completed form to (508) 988-7581.										
<u>ACKNOWLEDGEMENTS</u> The Red Hat Summit Housing Bureau will send you an acknowledgement of your reservation within 48 hours of reservation being processed. Please review all information for accuracy. If you do not receive your acknowledgement please contact us at 1-866-260-3175.	E-mail Address: _____ (required for confirmation) Daytime Phone: _____ Fax: _____ If providing international numbers, please include country and city access numbers									
<u>ROOM RATES/TAXES</u> To take advantage of the lowest negotiated Red Hat Summit rates, please book your reservation by July 17, 2008. After that date, Red Hat Summit room blocks will be released and hotels may charge higher rates. Taxes: Hotel rates are subject to applicable state and local taxes (currently 14.065%) and are subject to change. Taxes are not included in the room rate.	Company _____ Address _____ Address 2 _____ City/State/Province _____ Zip _____									
<u>SPECIAL REQUESTS</u> Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.	 <input type="checkbox"/> King Bed <input type="checkbox"/> Double/Double <input type="checkbox"/> Non Smoking <input type="checkbox"/> Hotel Rewards Account Number _____ Additional Request _____									
<u>CHANGES, CANCELATIONS, REFUNDS</u> Reservations may be changed or canceled up to 72 hours prior to your scheduled arrival date without penalty. Cancellations received less than 72 hours prior to your scheduled arrival date will be charged one-night's room and tax. Continue to use the Red Hat Summit Housing Bureau for all changes and cancellations until May 23, 2008, at http://www.redhat.com/promo/summit/2008/ Call toll free at 1-866-260-3175 in the US or 805-677-4285 outside the US. Hours: Monday - Friday from 9:00am - 8:00pm EST Please do not contact the hotels directly until after May 23, 2008.	<table border="1"> <thead> <tr> <th>HOTEL</th><th>Room Rate Single/Double</th><th>Distance to Hynes Convention Center</th></tr> </thead> <tbody> <tr> <td>Sheraton Boston Hotel</td><td>\$219</td><td>Connected to the Hynes Convention Center</td></tr> <tr> <td>Hilton Boston Back Bay</td><td>\$239</td><td>Across the Street</td></tr> </tbody> </table>	HOTEL	Room Rate Single/Double	Distance to Hynes Convention Center	Sheraton Boston Hotel	\$219	Connected to the Hynes Convention Center	Hilton Boston Back Bay	\$239	Across the Street
HOTEL	Room Rate Single/Double	Distance to Hynes Convention Center								
Sheraton Boston Hotel	\$219	Connected to the Hynes Convention Center								
Hilton Boston Back Bay	\$239	Across the Street								
<u>SUITE REQUESTS</u> To request a suite, please submit to fax number (508) 988-7581, Attn: Housing Manager. Suites are available to exhibiting companies only.	List all room occupants: #1 _____ #2 _____ #3 _____ #4 _____									
<u>HOTEL SELECTION</u> - Please list four choices in order of preference. If all requested hotels are unavailable, a reservation agent will call for your next selection.	#1 Choice _____ #2 Choice _____									
<u>DEPOSIT INFORMATION</u> - A credit card number is required to process each reservation. Your credit card will be used to guarantee your reservation only. Checks will not be accepted. Housing Forms received without a valid credit card will not be processed.	<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> Diner's Club Card Number _____ Exp. Date _____									
	Name on Credit Card _____									
Fax you fully completed form to (508) 988-7581.	Cardholder's Signature _____									



June 18-20, 2008
Hynes Convention Center
Boston, MA

Booth #

Lead Retrieval Order Form

To ensure availability, order early. Orders must include a form of payment. All orders must be pre-paid and a credit card is required on all orders paid by check. No purchase orders will be accepted. Please return units within one hour of the close of the event. Non-returned units recovered by RCS will be charged a full delivery charge. Lost or damaged units will be charged a replacement fee of \$1,500.00.

ITEM	Early Bird Before 4/30	Advance 4/30-6/3	On-Site 6/4-6/20	QUANTITY	TOTAL
HAND HELD UNITS:					
(Prices quoted in U.S. dollars only)					
<input type="checkbox"/> ExpoScan - Provided with 1 download (Data is available online after the event)	\$ 230.00	\$ 300.00	\$ 370.00	X _____ =	\$ _____
Add Printer	\$ 95.00	\$ 125.00	\$ 150.00	X _____ =	\$ _____
Upgrade ExpoScan to qualify mode	\$ 125.00	\$ 165.00	\$ 200.00	X _____ =	\$ _____
Lead file on memory stick (price includes USB memory stick)	\$ 40.00	\$ 50.00	\$ 60.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoAccess - Quick Scan mode (Includes real time leads online - no download required)	\$ 270.00	\$ 350.00	\$ 430.00	X _____ =	\$ _____
OPTIONAL SERVICES:					
<input type="checkbox"/> Delivery & pick-up (Deliveries will be made 1 hour prior to event opening, if booth is unmanned another attempt will be made after event opening)			\$ 100.00	X _____ =	\$ _____
TOTAL					\$ _____

PAYMENT METHOD: ORDER ONLINE - www.rcsreg.com/leads/redhat2008es

<input type="checkbox"/> Check (US funds drawn on a US bank) - Make payable to REGISTRATION CONTROL SYSTEMS	Card Number _____
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Exp. Date _____
Contact _____	Booth # _____
Company _____	Phone _____
Address _____	Fax _____
City, ST, Zip _____	
Signature _____	email _____ (email confirmation will be sent once order is processed)

Complete and return form to:
EXHIBITOR SERVICES DESK
REGISTRATION CONTROL SYSTEMS
PO Box 9637
Bend, OR 97708
Phone: 805-654-0171
Fax: 702-920-8154

NOTE: Unused paper supplies are not returnable.
No refunds for advance orders or unit's not utilized onsite.
Refunds are not issued for unreported defects.

For office use only:	
ExpoScan # _____	ExpoAccess # _____
ExpoRead # _____	Printer # _____

I agree not to hold Registration Control Systems liable for lost data
Signature: _____
Confirmation of Pick-Up

ORDER ONLINE - www.rcsreg.com/leads/redhat2008es

EXHIBITOR: PLEASE RETAIN A PHOTOCOPY FOR YOUR RECORDS

RCS LEAD RETRIEVAL THE POWER OF CHOICE



REGISTRATION
CONTROL SYSTEMS



ExpoScan is a hand held, portable, battery powered unit with an integrated barcode reader. When a badge is scanned the data is displayed on the screen. Downloads are included via secure online access and available on a memory stick for an additional charge. ExpoScan is available in two modes, Swipe & Go or Qualify. Swipe & Go will read and store the records. Qualify provides a questionnaire format and RCS will customize it for each exhibitor. By using the thumb wheel to choose the appropriate answers, exhibitors quickly qualify their leads.



Printer 58mm thermal printer, prints 1000+ leads on a single charge. Bluetooth® technology.



ExpoAccess is a Web enabled wireless mobile lead collection device and real-time web page lead management system. This new technology concept uses the java enabled color Blackberry platform to transfer data from an attendee's badge to an exhibitor's personal event website. All leads can be custom qualified using the web site for personalization and for adding notes. Using this RCS system, exhibitors do not need to carry away a CD or memory stick or wait in line to download or "retrieve" data at the end of the event. The wireless enabled mobile unit delivers all the sales lead data in real-time to a secure exhibitor web-site with online password protected access by the exhibiting company's personnel. The Web enabled ExpoAccess mobile unit provides a totally new approach to lead collection, management and follow-up. Data can be accessible at the web-site for up to a year after the event.

FOR MORE INFORMATION

Call our RCS Exhibitor Services Desk at 805-654-0171

REGISTRATION CONTROL SYSTEMS - PO Box 9637, Bend, OR 97708

HOTEL ROOM BLOCK REQUEST FORM



Hynes Convention Center

HOTEL ROOM BLOCK REQUEST/ SUITE FORM

Please use this form for a block of 10 or more rooms

Company Name: _____

Contact Name: _____

Address: _____

City, ST, Zip: _____

Phone: _____

Fax: _____

Email: _____

HOTEL SELECTION: Please select your hotel choices in order of preference.

#1 Hotel Choice _____ #2 Hotel Choice _____

Hotel availability is on a first-come first-serve basis. Please return request as soon as possible for best selection! Please indicate the number of rooms needed per night.

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DAY	Sun	Mon	Tue	Wed	Thu	Fri
DATE	6/15	6/16	6/17	6/18	6/19	6/20
SINGLE						
DOUBLE (2 beds)						
SUITES						
TOTAL						

Suite(s) Requests please indicate the following: Is the suite to be used for a meeting? __ YES __ NO

How many people should the parlor accommodate? ____


Will you need a sleeping room attached? __ YES __ NO If yes, how many bedrooms? ____

Please fax this form to Red Hat Summit Conference & Expo/San Francisco at (508) 988-7581, Attention: Stephen Galeotalanza. Your request and deposit instructions will be confirmed within 48 hours.

Questions? Please contact Stephen Galeotalanza at:

P: (508) 988-7850

E: stephen_galeotalanza@idg.com

	Red Hat Summit 2008 Hynes Convention Center EXHIBITOR ROOM REQUEST FORM									
<u>INSTRUCTIONS</u>	Arrival Date _____ Departure Date _____ First Name _____ M.I. ____ Last Name _____									
FAX: Use one form per request. Fax your fully completed form to (508) 988-7581.										
<u>ACKNOWLEDGEMENTS</u> The Red Hat Summit Housing Bureau will send you an acknowledgement of your reservation within 48 hours of reservation being processed. Please review all information for accuracy. If you do not receive your acknowledgement please contact us at 1-866-260-3175.	E-mail Address: _____ (required for confirmation) Daytime Phone: _____ Fax: _____ If providing international numbers, please include country and city access numbers									
<u>ROOM RATES/TAXES</u> To take advantage of the lowest negotiated Red Hat Summit rates, please book your reservation by July 17, 2008. After that date, Red Hat Summit room blocks will be released and hotels may charge higher rates. Taxes: Hotel rates are subject to applicable state and local taxes (currently 14.065%) and are subject to change. Taxes are not included in the room rate.	Company _____ Address _____ Address 2 _____ City/State/Province _____ Zip _____									
<u>SPECIAL REQUESTS</u> Special requests cannot be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific room types upon check-in, based on availability.	 <input type="checkbox"/> King Bed <input type="checkbox"/> Double/Double <input type="checkbox"/> Non Smoking <input type="checkbox"/> Hotel Rewards Account Number _____ Additional Request _____									
<u>CHANGES, CANCELATIONS, REFUNDS</u> Reservations may be changed or canceled up to 72 hours prior to your scheduled arrival date without penalty. Cancellations received less than 72 hours prior to your scheduled arrival date will be charged one-night's room and tax. Continue to use the Red Hat Summit Housing Bureau for all changes and cancellations until May 23, 2008, at http://www.redhat.com/promo/summit/2008/ Call toll free at 1-866-260-3175 in the US or 805-677-4285 outside the US. Hours: Monday - Friday from 9:00am - 8:00pm EST Please do not contact the hotels directly until after May 23, 2008.	<table border="1"> <thead> <tr> <th>HOTEL</th><th>Room Rate Single/Double</th><th>Distance to Hynes Convention Center</th></tr> </thead> <tbody> <tr> <td>Sheraton Boston Hotel</td><td align="center">\$219</td><td>Connected to the Hynes Convention Center</td></tr> <tr> <td>Hilton Boston Back Bay</td><td align="center">\$239</td><td>Across the Street</td></tr> </tbody> </table>	HOTEL	Room Rate Single/Double	Distance to Hynes Convention Center	Sheraton Boston Hotel	\$219	Connected to the Hynes Convention Center	Hilton Boston Back Bay	\$239	Across the Street
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Sheraton Boston Hotel	\$219	Connected to the Hynes Convention Center								
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<u>SUITE REQUESTS</u> To request a suite, please submit to fax number (508) 988-7581, Attn: Housing Manager. Suites are available to exhibiting companies only.	List all room occupants: #1 _____ #2 _____ #3 _____ #4 _____									
<u>HOTEL SELECTION</u> - Please list four choices in order of preference. If all requested hotels are unavailable, a reservation agent will call for your next selection.	#1 Choice _____ #2 Choice _____									
<u>DEPOSIT INFORMATION</u> - A credit card number is required to process each reservation. Your credit card will be used to guarantee your reservation only. Checks will not be accepted. Housing Forms received without a valid credit card will not be processed.	<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> Diner's Club Card Number _____ Exp. Date _____									
	Name on Credit Card _____									
Fax you fully completed form to (508) 988-7581.	Cardholder's Signature _____									

HOTEL ROOM BLOCK REQUEST FORM



Hynes Convention Center

HOTEL ROOM BLOCK REQUEST/ SUITE FORM

Please use this form for a block of 10 or more rooms

Company Name: _____

Contact Name: _____

Address: _____

City, ST, Zip: _____

Phone: _____

Fax: _____

Email: _____

HOTEL SELECTION: Please select your hotel choices in order of preference.

#1 Hotel Choice _____ #2 Hotel Choice _____

Hotel availability is on a first-come first-serve basis. Please return request as soon as possible for best selection! Please indicate the number of rooms needed per night.

Exhibitor Move-in: June. 16-17, 2008 **Sponsor Showcase Dates:** June 17-19, 2008 **Move-out:** June. 19, 2008

DAY	Sun	Mon	Tue	Wed	Thu	Fri
DATE	6/15	6/16	6/17	6/18	6/19	6/20
SINGLE						
DOUBLE (2 beds)						
SUITES						
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Suite(s) Requests please indicate the following: Is the suite to be used for a meeting? __ YES __ NO

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	Name on Credit Card _____									
Fax you fully completed form to (508) 988-7581.	Cardholder's Signature _____									

Audio Visual Services Order Form



TECH RENTALS, INC.
An AudioVisual Presentation and Staging Services Company

6550 McDonough Drive
Norcross, GA 30093
Phone: (800) 967-2419
Fax: (770) 451-7925

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	1/2" VHS with Auto Repeat	100.00	
	DVD Player (Standard)	150.00	
	BetaCam SP Player/Recorder	600.00	
	20" TV / VCR Combo Unit	150.00	
	27" TV / VCR Combo Unit	250.00	
	27" Television	150.00	
	32" Television	195.00	
	54" Roll Cart Stand with Drape	60.00	
QTY	LCD & PLASMA MONITORS	SHOW RATE	TOTAL
	15" Flat Screen LCD Monitors (1280 x 1024)	175.00	
	17" Flat Screen LCD Monitors (1280 x 1024)	250.00	
	20" Flat Screen LCD Monitors (1280 x 1024)	300.00	
	37" Plasma Display (1024 x 768, 16:9 Ratio)	1025.00	
	42" Plasma Display (1024 x 768, 16:9 Ratio)	995.00	
	50" Plasma Display (1280 x 932, 16:9 Ratio)	1295.00	
	61" Plasma Display (1280 x 932, 16:9 Ratio)	1995.00	
	Plasma Stereo Speakers	100.00	
	Plasma Floor Stands (Cobra or Dual Post)	175.00	
	Plasma Wall Mounts (additional charges may apply for mounting)	Included	
QTY	OFFICE EQUIPMENT	SHOW RATE	TOTAL
	HP 4240 Laser Jet Printer	195.00	
	HP 3600 Color Laser Jet Printer	675.00	
	Print Server (Ethernet)	65.00	
	Plain Paper Fax Machine	75.00	
	Desktop Copier	350.00	
QTY	PROJECTION EQUIPMENT	SHOW RATE	TOTAL
	XGA LCD Projector (1024 x 768, 2700 Lumen)	800.00	
	SXGA LCD Projector (1024 x 768, 3500 Lumen)	1000.00	
	SXGA LCD Projector (1024 x 768, 5000 Lumen)	2000.00	
	42" Projector Cart w/drape	60.00	
	6' - 8' Tripod Screen	90.00	
	*Larger screen sizes also available	Call for Price	
QTY	AUDIO EQUIPMENT	SHOW RATE	TOTAL
	Shure UHF Wireless Microphone Kit (100 CH / Programmable)	275.00	
	Headset Microphone	60.00	
	Powered Speaker with Floor Stand (150 watts)	150.00	
	JBL Sound System: 2-Speakers w/ floor stands & mixer(300 watts)	350.00	
	*Custom sound systems available (EAW, JBL, Mackie, etc.)	Call For Price	
	Multi-Media Computer Speakers	45.00	
	CD Player	60.00	



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Equipment Total	
Delivery/Pick Up 20%, min. \$95	
5% Sales Tax	
Other Fees	
Grand Total	

Booth# _____

Audio Visual Services Order Form



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An AudioVisual Presentation and Staging Services Company

6550 McDonough Drive
Norcross, GA 30093
Phone: (800) 967-2419
Fax: (770) 451-7925

Show Name:	On-Site Contact:	Cell Phone:
Facility:	Booth#	Room:
Company:	Delivery Date:	Delivery Time:
Contact:	Pick Up Date:	Pick Up Time:
Address:		
City:	State:	Zip:
Phone:	Fax:	
AMEX/Visa/MC#:		
CW#:	Exp. Date:	
Cardholder Name:	Signature:	

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Pricing:

Rental prices are for the duration of the show.
Late/On-site order fee is 15%.

Delivery:

An authorized representative must be present at the time of delivery and pickup.
Equipment will be delivered to and picked up from your booth.

Installation & Dismantle (I&D):

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$75 per hour, per man.

Equipment:

For equipment not listed, please contact us for a complete list of inventory.
Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee:

Equipment is guaranteed to be operational upon delivery to your booth.
It is assumed that the renter has an understanding of the operation of equipment.
Equipment problems must be reported immediately to our service desk.
TR will not be responsible for problems reported after termination of rental.
Any loss or damage of said equipment will be paid for by the renter.

Cancellation:

Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.
On-site cancellations will be charged 100% of rental fee.

Payment:

All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.
A written confirmation will be sent to you once your order has been processed.

Computer Services Order Form



TECH RENTALS, INC.

An AudioVisual Presentation and Staging Services Company

6550 McDonough Drive
Norcross, GA 30093
Phone: (800) 967-2419
Fax: (770) 451-7925

QTY	PERSONAL COMPUTERS	SHOW RATE	TOTAL
	Pentium IV 2.79ghz/80gHD,512MB,DVD,NIC,Windows/Office XP	150.00	
	Pentium IV 2.20ghz/60gHD,2GB,DVD,NIC,Windows/Office XP	250.00	
	Apple PowerMac (Dual 1Ghz,512Mb,60Gig,DVD/CD-RW,15" Mon.	550.00	
QTY	LAPTOP COMPUTERS	SHOW RATE	TOTAL
	Pentium IV 2.66ghz/512Mb,40Gig,DVD,NIC,WiFi,Windows/Office XP	350.00	
	Centrino 1.8Ghz,512Mb,40Gig,DVD,NIC,Wifi,Windows/Office XP	400.00	
	Apple Titanium G5 867 Mhz,256Mb,40Gig,DVD	575.00	
QTY	LCD & PLASMA MONITORS	SHOW RATE	TOTAL
	15" Flat Screen LCD Monitors (1280 x 1024)	175.00	
	17" Flat Screen LCD Monitors (1280 x 1024)	250.00	
	20" Flat Screen LCD Monitors (1280 x 1024)	300.00	
	24" Plasma Display (1024 x 768, 16:9 Ratio)	500.00	
	37" Plasma Display (1024 x 768, 16:9 Ratio)	1025.00	
	42" Plasma Display (1024 x 768, 16:9 Ratio)	995.00	
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	Plasma Stereo Speakers	100.00	
	Plasma Floor Stands (Cobra or Dual Post)	175.00	
	Plasma Wall Mounts (additional charges may apply for mounting)	Included	
QTY	PRINTERS & OFFICE EQUIPMENT	SHOW RATE	TOTAL
	HP 4240 Laser Jet Printer	195.00	
	HP 3600 Color Laser Jet Printer	675.00	
	Print Server (Ethernet)	65.00	
	Plain Paper Fax Machine	75.00	
	Desktop Copier	350.00	
QTY	COMPUTER ACCESSORIES	SHOW RATE	TOTAL
	512Mb Mini Flash Storage Drive (USB)	45.00	
	Wireless Mouse	50.00	
	Keyboard & Mouse	25.00	
	Multi-Media Speakers	45.00	
	4 Port 10/100 Ethernet Hub	35.00	
	4 Port Wireless Router/Hub	95.00	



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Equipment Total	
Delivery/Pick Up 20%, min. \$95	
5% Sales Tax	
Other Fees	
Grand Total	

Booth# _____


Computer Services Order Form



TECH RENTALS, INC.
An AudioVisual Presentation and Staging Services Company

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Norcross, GA 30093
Phone: (800) 967-2419
Fax: (770) 451-7925

Show Name:	On-Site Contact:	Cell Phone:
Facility:	Booth#	Room:
Company:	Delivery Date:	Delivery Time:
Contact:	Pick Up Date:	Pick Up Time:
Address:		
City:	State:	Zip:
Phone:	Fax:	
AMEX/Visa/MC#:		
CW#:	Exp. Date:	
Cardholder Name:	Signature:	

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Pricing:

Rental prices are for the duration of the show.
Late/On-site order fee is 15%.

Delivery:

An authorized representative must be present at the time of delivery and pickup.
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Installation & Dismantle (I&D):

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$75 per hour, per man.

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